E-mail copies of documents prepared for the information table at Town Meeting may also be distributed through the Town Meeting Coordinating Committee's e-mail service program. Persons submitting documents must allow 48 hours before their e-mail distribution. The service will accept PDF, plain text, Microsoft Word, and Word Perfect files. The maximum number of pages that can be submitted is four (4). The address for submission is: **Townmeeting@amherstma.gov**

For verification purposes, each submission must indicate the sender's name, e-mail and home addresses, and telephone number. The sender must confirm that a hard copy of the document will also be available to Town Meeting Members. In accordance with current Town Meeting practice, the sender must indicate whether or not anonymity is desired.

A hard copy of each document submitted will be available for public inspection opposite the Town Clerk's office at Town Hall, the Reference desk at the Jones Library, and at the Bangs Senior Center.